



## City of Scottsdale Volunteer Application

### Personal Data:

Name: \_\_\_\_\_  
Last First Middle Initial

Address: \_\_\_\_\_  
Number Street Apt. No. City State Zip Code

Phone: Home: \_\_\_\_\_ Office: \_\_\_\_\_ Message: \_\_\_\_\_

Are you a U.S. citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ Are you over the age of 18? Yes \_\_\_\_\_ No \_\_\_\_\_

Are any of your relatives, employed by the City of Scottsdale? Explain: \_\_\_\_\_

Have you ever served in the US Armed forces? Branch \_\_\_\_\_ Rank \_\_\_\_\_  
Length of Service \_\_\_\_\_

### Educational Background/Work Skills:

High School Graduate or Passed High School Equivalency test? Yes \_\_\_\_\_ No \_\_\_\_\_

College or University: \_\_\_\_\_ College Major: \_\_\_\_\_

Graduate Field: \_\_\_\_\_

Fluent in a language other than English: Language \_\_\_\_\_ Speak ☐ Read ☐ Write ☐

Approximate typing speed \_\_\_\_\_ wpm. Transcription/shorthand \_\_\_\_\_ wpm.

List License (date & #), professional registrations (date), certificates and professional memberships: \_\_\_\_\_  
\_\_\_\_\_

### Employment History:

Are you presently employed? (Check as many as apply)

Employed full-time: \_\_\_\_\_ Employed part-time: \_\_\_\_\_ Unemployed: \_\_\_\_\_ Retired: \_\_\_\_\_

### Current/Previous Employer:

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Your Title: \_\_\_\_\_ Supervisor name/title: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

### Previous Employer:

Employer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Your Title: \_\_\_\_\_ Supervisor name/title: \_\_\_\_\_

Work Performed: \_\_\_\_\_  
\_\_\_\_\_

What Type of Volunteer work would you like to do? Please check areas of interest

<input type="checkbox"/> Adapted Recreation (Persons with Disabilities)	<input type="checkbox"/> Environmental Mgt	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Airport	<input type="checkbox"/> Financial Services	<input type="checkbox"/> Planning
<input type="checkbox"/> Citizen Service Centers	<input type="checkbox"/> Graphics	<input type="checkbox"/> Police Department**
<input type="checkbox"/> City Attorney/Prosecutor	<input type="checkbox"/> Human Services (Social Services, Youth & Family)	<input type="checkbox"/> Public Affairs
<input type="checkbox"/> City Court	<input type="checkbox"/> Library	<input type="checkbox"/> Purchasing
<input type="checkbox"/> City Hall	<input type="checkbox"/> Municipal Services (Fleet, Solid Waste)	<input type="checkbox"/> Scottsdale Stadium
<input type="checkbox"/> Customer Service	<input type="checkbox"/> Information Systems	<input type="checkbox"/> Transposition
<input type="checkbox"/> Park & Recreation		<input type="checkbox"/> Water Resources
		**Addition forms to fill out

Please indicate at which time you are available to volunteer:

Once a week:\_\_\_\_\_ Twice a week:\_\_\_\_\_ Daily:\_\_\_\_\_ Other:\_\_\_\_\_

Time Available:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evenings							

"Crime" as used in this section means any and all felonies, misdemeanors and serious driving offenses, including but not limited to driving while/under the influence of intoxicating liquor or drugs, extreme DUI, reckless driving, aggressive driving, racing/exhibition of speed, leaving the scene of an accident, driving on a suspended, revoked or refused license, or any other driving offence that is a misdemeanor, or for which the possible penalty includes jail time. "Crime" does not include minor (civil) traffic offenses. If you are not sure how to answer this question, please ask for assistance.

"Convicted" means that you have pleaded guilty or nolo contendere ("no contest") to a crime and/or have been sentenced for a crime, whether incarcerated, placed on probation, fined or receiving a suspended sentence.

**Q: Have you ever been convicted of a crime, regardless of whether the conviction was later set aside or expunged, in any domestic, foreign or military court? Answer by writing "Yes" or "No" \_\_\_\_\_**

**Q: Are you presently pending trial or other court proceeding for any crime? Answer by writing "Yes" or "No" \_\_\_\_\_**

**If you answer "yes" to either or both of these questions, please give the details of offense(s) for which convicted (or trial pending), date(s) of conviction(s) and jurisdiction(s) (court, city, county & state). If an offense(s) has been set aside or expunged, please give date(s).**

Your finger prints will be sent to state and federal law enforcement agencies (DPS and FBI). All offers of employment or continued employment will be subject to satisfactory review of any criminal convictions you may have.

**\*\*NOTE** A criminal conviction(s) does not constitute an automatic bar from volunteering. Factors including, but not limited to, age at time of offense(s), and the relationship between the offenses(s) and the job(s) for which you have applied will be taken into account. **Your failure to make a full and accurate disclosure of any prior convictions(s), or to answer the questions above fully and accurately, however, will result in the rejections of any pending application or offer for city employment, or termination of city employment, as applicable.**

### Conditions of Volunteering:

I fully understand, acknowledge and agree to the following conditions:

The program is under no obligation to accept all interested volunteers. Any or all the following will be required before placement in any sensitive volunteer positions: A. Fingerprinting B. Background Investigation C. Substance Abuse Testing

All statements made in this application are true and authorization is given to investigation all matters contained in this application. Any False statement or misrepresentation on this application will be cause for refusal of placement and immediate dismissal at any time during the period of my placement.

Print Name

Signature

Date

Signature of Parent/Guardian (if volunteer is a minor)

Date